



www.jackson-sc.gov

Town of Jackson

Mayor's Office

106 Main St.

Jackson, SC 29831

(803) 471-2228

FREEDOM OF INFORMATION ACT REQUEST FORM

NAME: _____ DATE OF REQUEST: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

Pursuant to the S.C. Freedom of Information Act, SC Code Section 30-4-10 and following sections, I request a copy of the following records (please be specific and include dates of records).

I agree that I will not use any personal information in the documents provided for commercial solicitations directed to any person in South Carolina. I understand that such activities are prohibited under SC Code Section 30-2-50 and are subject to fines or imprisonment. If you may use the records for commercial purposes, please describe that use:

Depending upon the age of the records requested, I understand that the Town has at least ten (10) days, excluding weekends and Town holidays, in which to notify me of its determination on whether the records will be provided. Certain records may have longer notification time period due to the age of the records requested. I understand that the Town then has a period of time to send me the records that will be provided. I understand that I may be required to pay the costs of copying, research, and postage associated with my request and provide a deposit for those fees. An estimate of those costs, if any, will be provided with the initial notification from the Town.

SIGNATURE: _____

Return form to:

Town of Jackson
Customer Service Office
106 Main St.
Jackson, SC 29831

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE OF COMPLETION: _____

DATE OF ASSIGNMENT: _____ FEE FOR SERVICES: _____

DATE RESPONSE DUE: _____ FEE FOR SERVICES: _____

TOWN OF JACKSON
FREEDOM OF INFORMATION ACT CHARGES

Research Services	Search/Retrieve/Redact	\$16.50 per hour Regular Town Business \$24.00 per hour Police Business
Copies	8.5 x 11	.25/pg (B&W) .50/pg (Color)
Copies	8 ½ x 14	.35/pg (B&W) .70/pg (Color)
Copies	Larger than 8 ½ x 14	Actual cost for printing, travel, & time
Mileage		Current rate allowed by IRS
Audio Files		\$6.00 each
Digital Video Files		\$10.00 each
Flash Drives		\$20.00 each
Postage		Current Rate of First Class

*The fee for the search, retrieval or redaction of records shall not exceed the prorated hourly salary of the lowest paid employee who has the necessary skills and training to perform the request. This charge may vary among Town departments and offices.

Other charges not listed above may apply in certain situations.

Deposit

A 25% deposit will be required for all FOIA request requiring more than one (1) hour research/retrieve/ redact.